

14 October 1953

MEMORANDUM FOR: Personnel Director  
Chairman, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Committee

1. In accordance with the provisions of Regulation [REDACTED] the CIA Incentive Awards Committee will meet on Friday, 16 Oct. 1953 at 2:00 P.M. in Room 223, Curie Hall.

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2. For initial Committee consideration there are four (4) recommendations for Superior Accomplishment and four (4) employee suggestions. The recommendations for Superior Accomplishment are outlined in tabs 1 through 4; the suggestions, together with the evaluation prepared for each, are summarized in tabs 5 through 8 and are supplied to you for your advance information. Please bring these incentive award briefs with you to the Committee meeting.

3. In order to provide ample time for discussion of these adopted suggestions and Superior Accomplishment awards, it would be appreciated if the accompanying briefs could be reviewed in advance.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

[REDACTED]

Executive Secretary

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Attachments  
Tabs 1 through 8

SECRET  
Security Information

SUPERIOR ACCOMPLISHMENT AWARDS

NAME

TAB NO.

25X1A



1  
2  
3  
4

SUGGESTIONS

NAME

SUGGESTION NO.

TAB NO.

25X1A



363  
485  
398  
381

5  
6  
7  
8

RESTRICTED

Approved For Release 2000/06/19 : CIA-RDP80-00832A000100090004-3  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee

DATE: OCT 16 1953

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment - [REDACTED]

REFERENCE: CIA Regulation [REDACTED]

1. Agency Regulation [REDACTED] and supporting document from the Assistant Director for Operations recommending the granting of a within-grade pay increase as an award to [REDACTED] GS-11, for superior accomplishment have been reviewed to determine compliance with the standards set forth in the above reference. This recommendation was returned to the Office of Operations for consideration as a suggestion award, but was resubmitted 22 Sept. 1953 for processing as a superior accomplishment award.

2. [REDACTED] compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 78 weeks--the prescribed waiting period for a normal periodic pay increase.

3. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Assistant Director for Operations presents evidence which can be considered as coming within the provisions of the above paragraph.

4. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], his salary will be increased from \$5940 to \$6140 per annum.

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee

DATE: OCT 16 1953

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment - [REDACTED]

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REFERENCE: CIA Regulation [REDACTED]

1. Agency Regulation [REDACTED] and supporting documents from the Assistant Director for Research and Reports recommending the granting of a within-grade pay increase as an award to [REDACTED] GS-5, for superior accomplishment have been reviewed to determine compliance with the standards set forth in the above reference. [REDACTED] compensation is less than the maximum rate for her grade. She has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay increase.

2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Assistant Director for Research and Reports presents evidence which can be considered as coming within the provisions of the above paragraph.

3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], her salary will be increased from \$3535 to \$3660 per annum.

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FOR THE INCENTIVE AWARDS COMMITTEE

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SEP 17 1953

MEMORANDUM FOR: Executive Secretary, CIA Incentive Awards Committee

FROM: Assistant Director for Research and Reports

SUBJECT: Recommendation - Salary Increase for Superior Accomplishment Award

REFERENCE: CIA Regulation [REDACTED] dated 21 April 1953

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1. Attached is a memorandum recommending a one step pay increase award, under the provisions of CIA Regulation [REDACTED] dated 21 April 1953, paragraph 3a(4), for Miss [REDACTED] Secretary GS-5, of the Strategic Division of ORR.

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2. The request for such recognition has been initiated by [REDACTED] Chief of Strategic Division, ORR, and approved [REDACTED] Chief of Economic Research Area, ORR.

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3. I am happy to place my approval on this request since I am convinced that [REDACTED] has sustained work performance of a high degree of efficiency throughout her assignment to the Strategic Division since January 1951. I sincerely hope that CIA Incentives Award Committee will concur in this request and make the announcement of the award at an early date.

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[REDACTED]  
Assistant Director  
Research and Reports

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17 August 1953

TO: Assistant Director, ORR  
 THRU: Chief, Economic Research, ORR  
 THRU: Chief, Administrative Staff, ORR  
 FROM: Chief, Strategic Division, ORR  
 SUBJECT: Recommendation for One Step Pay Increase  
 REFERENCE: CIA Regulation [REDACTED]

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1. It is recommended that [REDACTED] Secretary, GS-5, be granted a pay increase of one step in recognition of her devotion to her work, her outstanding performance since she came on duty with the Division, and her demonstrated potential as a career employee of the Agency. She was last promoted on 5 December 1951.

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2. [REDACTED] has been on duty in the Strategic Division since January 1951. This recommendation is made for the following reasons:

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a. During the early days of Strategic Division, when it was handicapped by an acute shortage of clerical personnel, Miss [REDACTED] rendered outstanding service in the fulfillment of the mission of this Division. While doing double duty as secretary to the Chiefs of the Materials and Industrial Branches, she also was the only clerk in these two branches for nearly a year.

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b. As examples of [REDACTED] ability to handle special assignments with a minimum of supervision, she was given the job of establishing and maintaining a nomenclature, identification and specifications files from all-sources, including Russian language documents on many types of Soviet equipment.

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[REDACTED] also has done an excellent job in collecting and organizing a file on data from all sources on [REDACTED] numbers in anticipation of the time when such information could be combined with the regular Techniques and Methods product.

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[REDACTED] also set up the mechanics of distributing the Special Support Staff Intelligence memoranda within the intelligence components of the DD/1 complex.

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c. In addition to the foregoing duties, she was often called upon to handle special typing assignments on overtime necessary to produce intelligence urgently needed by OGI or ONI. Throughout this initial period of the formation of the Division as a special wing of the office, [REDACTED] cheerfulness, willingness to work at any job and her high standards of performance contributed substantially to the mission of the Office and the Division.

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d. Despite her extremely busy schedule, she has maintained and improved her general efficiency on duty by taking courses in Shorthand I, the Russian Language, and English Usage. [REDACTED] plans to continue taking these improvement courses.

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e. [REDACTED] personal character, her industriousness and efficiency, and her conscientiousness about all matters pertaining to her duties and position in the Government are considered to be representative of the highest type of public servant. She should be commended for it.

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3. It is accordingly recommended that [REDACTED] superior performance on duty be recognized by additional renumeration and that a copy of this letter be placed in her personnel folder.

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee

DATE: OCT 16 1953

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment - Mr. [REDACTED]

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25X1A

1. Agency Regulation [REDACTED] and supporting documents from the Assistant Director for Research and Reports recommending the granting of a within-grade pay increase as an award to [REDACTED], GS-15, for superior accomplishment have been reviewed to determine compliance with the standards set forth in the above reference. Mr. [REDACTED] compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 78 weeks--the prescribed waiting period for a normal periodic pay increase.

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2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Assistant Director for Research and Reports presents evidence which can be considered as coming within the provisions of the above paragraph.

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3. If the Committee favorably considers an award for Superior Accomplishment for Mr. [REDACTED], his salary will be increased from \$11300 to \$11550 per annum.

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : CIA Incentive Awards Committee  
Attn : [REDACTED]  
FROM : Assistant Director for Research and Reports

DATE: 1 October 1953

SUBJECT: [REDACTED]  
Recommendation for Superior Accomplishment Award

25X1A

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1. In recognition of his superior accomplishment record, Mr. [REDACTED], is recommended for a one-step pay increase under the provisions of Paragraph 3a(4), CIA Regulation [REDACTED] dated 21 April 1953. Since joining the Agency in September 1949, Mr. [REDACTED] has compiled an extraordinary record. His qualities of leadership, initiative, and attention to duty have been attested to by three Assistant Directors (ORR, ORE, and ONE) as well as two Deputy Directors for Intelligence.

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2. Typical of these remarks is: "Please extend my appreciation to Mr. [REDACTED], for his outstanding performance and extraordinary efforts in connection with the China Trade Studies. His services, rendered under extreme pressure of time in organizing, directing, and carrying out of the necessary intelligence support, directly contributed to the successful completion of these Studies which are of major material importance to the national security." (Commendation by Loftus E. Becker, DD/I, 24 April 1952.)

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3. The excellence of his work is measured by his accomplishments in four areas: (a) original and correction analyses of major inter-agency problems, (b) careful gathering and presentation of necessary material, (c) painstaking coordination with each of the production divisions concerned, and (d) direction of surveys of importance to the economic intelligence community. These are briefly described in the following paragraphs.

a. Original and correction analyses of major interagency problems

A CIA survey in 1951 of the requirements and facilities of the US Government for foreign economic intelligence relating to the national security revealed that while some twenty-four agencies of the Government collected and analyzed substantial amounts of information concerning foreign economics, there were no established procedures for:

- (1) relating the information thus collected and the technical talent available in the Government to problems of national security,
- (2) locating readily all the information in the Government on specific economic intelligence problems for use by any one agency,

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- (2) a continuing survey of all economic research on the Soviet Bloc within the Federal Government and an external research contract.

These surveys are designed to reduce duplication of effort and have already saved the Government tens of thousands of dollars.

4. An early approval of the recommended award for Mr. [REDACTED] will be very much appreciated.

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[REDACTED]

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OTTO E. GUTHE *f*

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Approved For Release 2000/06/19 : CIA-RDP80-00832A000100090004-3

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee

DATE: OCT 16 1953

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment - Mr. [REDACTED]

25X1A

REFERENCE: CIA Regulation [REDACTED]

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1. Agency Regulation [REDACTED] and supporting documents from the Assistant Director for Research and Reports recommending the granting of a within-grade pay increase as an award to [REDACTED] GS-15, for superior accomplishment have been reviewed to determine compliance with the standards set forth in the above reference. The Assistant Director for Research and Reports has requested that consideration be given for the award of an additional step increase in view of Mr. [REDACTED] unusual superior performance. Section 702(a), Public Law 429 makes provision for only one step increase within each of the time periods specified for the grade (52 and 78 calendar weeks). However, since Public Law 110 gives authority to the Director to determine the salary of employees, this additional step increase, if recommended by the Committee, could be presented to the Director for his consideration.

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2. Mr. [REDACTED] compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 78 weeks--the prescribed waiting period for a normal periodic pay increase.

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3. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3A (4) of the Regulation. The memorandum from the Assistant Director for Research and Reports presents evidence which can be considered as coming within the provisions of the above paragraph.

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4. If the Committee favorably considers an award for Superior Accomplishment for Mr. [REDACTED] his salary will be increased from \$11,050 to \$11,300 per annum. If an additional step increase is recommended to the Director the salary increase will be to \$11,550.

FOR THE INCENTIVE AWARDS COMMITTEE

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Approved For Release 2000/06/19 : CIA-RDP80-00832A000100090004-3

## Office Memorandum • UNITED STATES GOVERNMENT

TO : CIA Incentive Awards Committee  
 Att : Mr. [REDACTED]  
 FROM : Assistant Director for Research and Reports

DATE: 1 October 1953

SUBJECT: [REDACTED] --  
 Recommendation for Superior Accomplishment Award

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25X1A

1. In recognition of a superior accomplishment record, Mr. [REDACTED] Deputy Chief, Basic Intelligence Division, ORR, is recommended for a one-step pay increase under the provisions of Paragraph 3a(4), CIA Regulation [REDACTED] dated 21 April 1953. While it is realized that the statutes limit the award to a one-step increase, it is believed Mr. [REDACTED] consistently broad and exceptionally well-executed responsibilities warrant the consideration of additional step increases by the reviewing authorities.

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2. From 10 February 1946 to 2 February 1951, Mr. [REDACTED] was on a military assignment with CIA. His first assignment with the Agency was on the Policy Staff of the Security Office where he wrote security clearance specifications for the Central Intelligence Group. Next he served as Chief of the Requirements Division, OCD, and eventually served as Acting Deputy Assistant Director, OCD, for approximately three months. Following this assignment, he was the Coordinator of the National Intelligence Survey, and later, Deputy Chief, BG/ORE, the predecessor of the present Basic Intelligence Division, ORR. In the last two assignments, he became very instrumental in the advancement of the NIS Program.

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3. Eight months later, he was persuaded by [REDACTED] Chief, Basic Intelligence Division, ORR, in the national interest to return to CIA in a civilian capacity as Deputy Chief of that Division. Less than two months later, Mr. [REDACTED] was summoned to become the Acting Chief of the Basic Intelligence Division, ORR, and Vice Chairman of the NIS Committee during the extended absence of [REDACTED]. Throughout [REDACTED]'s absence, Mr. [REDACTED] faithfully carried out the policy and plans of [REDACTED] without reservation. The excellence of the record he established is adequately described in the attached commendation by Robert Amory, Jr., DD/I, on 26 September 1953.

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4. In measuring the accomplishments of the Division, it should be noted that in FY 1953 the contributors to the NIS Program met the production goal established by the JCS for the first time in the history of the program, and during that year the Basic Intelligence Division, with an average increase of 6% in personnel, increased its production by 47% over the previous year.

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5. An early announcement of the approval of this award for  
Mr. [REDACTED] will be greatly appreciated.

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[REDACTED]

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OTTO E. GUTHE

Enclosure:

1--Memorandum for Mr. [REDACTED],  
from DD/I, subject: "Commendation."

25X1A

C O P Y

Sep 26, 1953

MEMORANDUM FOR: Mr. [REDACTED]  
SUBJECT: Commendation

25X1A

1. During your assignment as Acting Chief of the Basic Division, Office of Research and Reports, and Vice-Chairman of the National Intelligence Surveys Committee during the extended absence of [REDACTED] you very ably provided the guidance, drive, and inspiration required for assuring the successful continuance of the NIS Program. The improvement in the quality and quantity of contributions from other agencies during this period was particularly heartening and a tribute to your efforts.

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2. We are delighted that [REDACTED] is back with us again to reassume his role as Chief of the Division. At the same time you are to be commended for the excellent manner in which you carried out your responsibilities during his absence. [REDACTED] and Dr. Guthe heartily concur in this commendation.

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3. A copy of this memorandum will be made a part of your official personnel files.

/s/

ROBERT ALORY, JR.  
Deputy Director/Intelligence

25X1A OAD/RR  
WFF [REDACTED] /OEGuthe/bh

Distribution:

- 1 - St/A/RR
- 1 - Personnel Division
- 2 - DD/I
- 2 - OAD/RR

**CONFIDENTIAL**



Employee Suggestion No. 363

A. Information About the Suggester:

25X1A [REDACTED], Photographer, GS-4, DDP/FI/RI, [REDACTED] 25X1A

25X1A

B. Summary of the Suggestion:

The Diabold Film Processor used in the Microfilm Shop, Records Integration Division, DD/P is designed to use plastic leader strips to start the film thru the machine. The suggester proposes that for economy of operations, an electric hand iron be procured for the purpose of ironing leader strips.

C. Former Method:

Prior to the adoption of this suggestion, the leaders could be used only once as they must be absolutely straight and flat or they would jam in the machine, possibly causing the loss of an entire reel of film, and several thousand documents would have to be rephotographed not to consider the cost of the film. The heat process used in the machine caused the leaders to curl up, making it impossible to reuse them. Several methods of straightening them have been tried with little success.

D. Present Method:

An ironing board and a hand iron maintained at an even temperature of 225 degrees are used to iron the leader strips. The time needed to iron each strip is less than 30 seconds.

E. Estimated Savings:

The Chief, RI, DD/P has indicated that the method suggested will result in the saving of approximately 3,000 leader strips per annum. These strips have a cataloguing value of 20¢ each with estimated savings expected to be \$600 per annum. In addition, 1,000 used leader strips are being salvaged by the process, which otherwise would have resulted in a procurement of new film strips. This will result in a further savings of \$200.

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F. Evaluation:

The suggestion was initially referred to Chief, RI, DD/P, June 1953. That Office informed the Committee that an experiment would be conducted to determine the feasibility of the suggestion. On 2 October 1953 the Chief, RI, DD/P informed the Committee that successful experiments had been conducted that will result in the savings indicated in the above paragraph and a telephone call to that individual on 12 October, 1953 verified the full savings.

G. Recommendation:

It is recommended that an award to the suggester of \$40 be considered by the Committee in keeping with the Table of Awards.

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OCT 16 1953

Employee Suggestion No. 485

A. Information About the Suggester:

25X1A

Property Supply Officer, GS-5, Supply Division, Logistics Office

B. Summary of the Suggestion:

The suggester devised Form No. 36-253, "Request for Office Machine and Furniture Repair" for the use of supply personnel in facilitating repairs.

C. Former Method:

Prior to the use of the adopted form, blank paper was used to give the required information that was necessary. On a few occasions ditto forms were prepared and used by the individual office. There was no uniformity in the size of paper used which posed a difficult filing problem for repair men.

D. Present Method:

The form attached facilitates the repair of office machines and furniture since it provides repair personnel with a record keeping form maintained in a uniform way. Approximately, 1,000 copies of the form are used monthly.

E. Evaluation:

The Supply Division, Logistics Office supplied the following evaluation to the Committee:

"Supply Division concurs in adopting this form for use in reporting, routing and repairing office machines and furniture. Only servicing personnel in the Supply Division will be directly affected by the use of this form as it is not intended that the form be made available for general use in offices. Initially 34 Supply Division personnel will be affected by its use; they are 24 Building Supply Personnel, 6 typewriter and office machine repair men and 4 furniture repair men.

F. Recommendation:

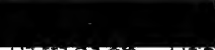
It is recommended that an award to the suggester be considered by the Committee, the amount to be determined in keeping with the Scale of Awards for suggestions with intangible benefits. An alternative award would be a within-grade pay increase award for superior accomplishment in keeping with the provision for such awards being made for suggestions.

Security Information

Employee Suggestion No. 398

16 OCT 1953

A. Information About the Suggester:

 Geographer, GS-7, Compilation Branch, Cartography Division, Office of Research and Reports

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B. Summary of the Suggestion:

The suggester proposes the installation of a telephone booth, for necessary personal business calls, in Building 11 as an employee service. He states that such an installation would provide for outgoing personal calls which would then leave office phones open for official business, which alone taxes the limit of existing phones.

C. Evaluation:

The following information relative to the suggestion has been furnished to the Committee by the Chief, General Services Office:

27 July 1953

"....further study is being made by this Office to determine the feasibility of such an installation on the basis of available space and estimated revenue to the telephone company....If the suggested installation is found to be justified by all parties concerned, arrangements will be made to provide a telephone booth in a suitable location. Savings resulting, if action is taken, would be indeterminate and could only be measured in terms of employee morale."

The Chief, General Services has further advised that the C & P telephone company has approved the installation of one pay booth to be located in Building 11 as a result of the survey made in that Building, pursuant to the employee suggestion.

D. Recommendation:

It is recommended that a token minimum award to the suggester be considered by the Committee in keeping with the Scale of Awards for Suggestions With Intangible Benefits.

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Security Information

Employee Suggestion - Number 381

A. Information about the Suggester:

[REDACTED], GS-9, Intelligence Officer, DD/P, SE

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B. Summary of the Suggestion:

The suggester proposes that destination cards carried by shuttle buses to indicate routes be printed on colored backgrounds to provide for easier identification. For example, orange for Quarters Eye, pink for North Building, yellow for Pentagon, which would then provide for easier recognition from a distance. The suggester indicates that the present method provides for many-fold delays to the bus since employees, not recognizing the bus destination until it is immediately upon them, require the bus to needlessly stop.

C. Evaluation:

The Chief, General Services Office, has furnished the following evaluation to the Committee:

"1. Reference is made to Employee Suggestion, Number 381, regarding the installation of colored signs in the shuttle buses to clearly identify the destination of each bus from a distance.

"2. In accordance with the above-mentioned suggestion, this Office has had bus designations printed on blue, yellow, and salmon colored cards. It is felt that as soon as Agency personnel associate the colors with bus routings it will be possible to identify the destination at a distance.

"3. It is my opinion that no direct monetary savings will accrue to the Agency as a result of this suggestion. However, the employee should receive appropriate recognition for submitting a very good idea."

D. Recommendation:

For this suggestion of Agency-wide benefit, it is recommended that an award to the suggester be considered by the Committee, the amount to be determined in keeping with the Scale of Awards for suggestions with intangible benefits.